

## Job posting preview

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<b>Bulletin Number</b>	46934BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Human Resources Countywide Exams
<b>Position Title</b>	ACCOUNTING TECHNICIAN II
<b>Exam Number</b>	R0643J
<b>Filing Type</b>	Standard
<b>Filing Start Date</b>	11/24/2014
<b>Filing End Date</b>	12/02/2014
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	3117.55
<b>Salary Maximum</b>	4076.09
<b>Position/Program Information</b>	<b>FILING WILL BE SUSPENDED AFTER THE FIRST 500 APPLICATIONS ARE RECEIVED OR BY 5:00 PM PST, DECEMBER 2, 2014, WHICHEVER OCCURS FIRST.</b>

**APPLICATIONS WILL BE ACCEPTED STARTING MONDAY, NOVEMBER 24, 2014, AT 8:00 AM.**

Under general supervision, supervises and performs paraprofessional accounting work in preparing, processing, reconciling and maintaining fiscal records requiring a substantive knowledge of County and general accounting procedures.

Positions allocable to this class typically work under the general supervision of an Accountant or may report to an administrative supervisor or manager. Incumbents supervise accounting technical and clerical personnel and personally perform the more complex technical work in a County department with a well established accounting system with minimal technical supervision.

### Essential Job Functions

- Performs duties in a segment of an accounting or related area including general accounting, expenditures and accounts payable, revenue and accounts receivable, cost and fund accounting, budgetary support, accounting systems, auditing, accounting cycle, capital asset, and statement and report preparation.
- Supervises and participates in the work of an accounting unit composed of accounting technical and clerical personnel involved in the day-to-day operation of an accounting system which encompasses the full cycle of accounting activities ranging from establishing the accounting and subsidiary records, reconciling the ledgers, preparing adjustments and closing entries and preparing reports.
- Serve as technical specialist in a central accounting agency with a narrow range of highly technical responsibilities such as those involving the control of major Countywide groupings of County funds, budget controlling accounts or revenue accounts, the consolidation of the simpler County-wide reports, or the preparation of a variety of specialized, mandatory accounting reports within established content

and format as needed.

- Classifies and records a variety of accounting transactions which may require the interpretation of County guidelines and policy and may involve processing encumbrances, cost account assignment, reviewing and approving invoices for vendor payments, preparing invoices for services rendered, processing employee expense claims for reimbursements, cash receipts and reimbursing revolving funds.
- Apportions expenditures, revenues, deferred revenues/advances of funds, and the collection of accounts receivable within the appropriate accounting period; determines the amount and distribution of accrued revenues and expenses and depreciation of assets.
- Reviews trial balances of accounts and reconciles to the Auditor-Controller's Countywide Accounting and Purchasing System (eCAPS) and subsidiary ledgers and trust funds; provides explanations for reconciling items. Prepares journal vouchers, internal vouchers, cash receipts and other accounting documents for the purposes of making adjusting entries and for allocation of revenues and expenditures.
- Prepares routine statistical, cost, and operating reports, statements of financial condition, budget compilations, and routine final accountings of revenue and expenditures for construction and other projects.
- Makes complex cost distributions, apportions indirect costs to cost centers, and determines overhead rates in accordance with established bases and techniques.
- Performs technical accounting work such as posting to ledgers, journals and registers; coding documents; preparing deposits; and reconciling differences incidental to performing technical accounting assignments.
- Supervises a unit of technical specialists engaged in examining estate accounting records for completeness, accuracy, and propriety; prepares interim and final accounting reports of estate financial condition for use as a basis in probate proceedings and the distribution of estate assets pursuant to probate decrees.
- Prepares claims for reimbursement of expenditures for large scale categorical aid programs involving complex claiming procedures.
- Routinely accesses and utilizes a personal computer using established applications including word processing, spreadsheets, eCAPS and accounting applications software.

#### Requirements

#### **MINIMUM REQUIREMENTS:**

Completion of 12 semester or 18 quarter units of accounting including a course in advanced accounting, cost accounting, governmental accounting, auditing or accounting information systems in an \*accredited college or university. Lower Division accounting classes may be taken at a two-year community college if the units are transferable to a four-year college or university **-AND-** One year of technical accounting experience at the level of Accounting Technician I\*\* -or- Two years of accounting clerical experience.

#### Physical Class

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

#### License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

#### Special Requirement Information

\*\* Experience at the level of Los Angeles County's class of Accounting Technician I is defined as under general supervision, performs paraprofessional accounting work in preparing, processing, reconciling, and maintaining fiscal records requiring a substantive knowledge of County and general accounting procedures.

#### Accreditation

**\*Accreditation:** Accredited institutions are those listed in the publications of

**Information**

regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

In order to receive credit for courses completed in an accredited\* college in the field of Accounting, copies of official transcripts MUST be attached to the application at the time of filing or within 15 calendar days from the date of application filing. A copy of diploma is not sufficient to show that you meet the Minimum Requirements. If you are unable to attach required transcripts, you must fax them to (213) 380-3681 within 15 calendar days from the date of application filing. Please include the exam number and title. Failure to submit the transcripts will result in your application being rejected.

**Examination Content**

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering:

- Written Expression
- Reading Comprehension
- Data Analysis and Decision Making
- Office Practices and Procedures
- Customer Service
- Achievement and Orientation
- Dependability
- Customer Service Potential
- Customer Focus
- Conscientiousness, and
- Retention

NOTE: Applicants that have taken identical written tests for other exams within the last 12 months will have their scores for their identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least a year.

Applicants who are also concurrently applying for Accounting Technician I, R0642I, will take the identical written test components one time only. The resulting score will be transferred to all future examinations for which you have applied.

**WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

Applicants must meet the Minimum Requirements and receive a passing score of 70% or higher in order to be placed on the eligible list.

**Applicants may receive written test notice via email and are responsible for providing a valid email address. Please add [ctadeo@hr.lacounty.gov](mailto:ctadeo@hr.lacounty.gov) to your address book to ensure our emails reach your Inbox.**

**Special Information**

**TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:**

- An interactive, Online Test Preparation System for taking practice tests

may be accessed on the Department of Human Resources website at: <http://hr.lacounty.gov>. Please click on "Job Info Center." In the section "Some Helpful Links," click on "Employment Test Preparation."

- You can also access practice tests for the computerized portion of the test by going to the following website:  
[http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html).

While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy  
Information**

The eligible list resulting from this examination will be used to fill vacancies throughout Los Angeles County as they occur.

**Eligibility  
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation.

**Available Shift**

Any

**Application and  
Filing  
Information**

**APPLICATIONS MUST BE COMPLETED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.**

**INSTRUCTIONS FOR FILING ONLINE:**

**TO APPLY ONLINE, PLEASE CLICK THE LINK BELOW:**

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5045&areq=46934BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=46934BR)

**Filing will be suspended after the first 500 applications are received, or by 5:00 PM PST, December 2, 2014, whichever occurs first.**

Acceptance of your application depends on whether you have CLEARLY shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. Attach a copy of your transcripts to show that you have completed the required number of units and the required courses in accounting. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part-time) and salary earned. Direct copies of class specifications and minimum requirements as your description of duties will not be sufficient to meet requirements. If your application is incomplete it will be rejected. All information supplied by applicants is subject to verification. We may reject your application at any time during the selection process.

**SOCIAL SECURITY NUMBER:**

All applicants MUST enter a valid Social Security Number at the time of filing. Entering anything other than a valid Social Security (i.e. 000-00-0000), 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their application on-line using their OWN User ID and

Password. using a family member or friend's user ID and Password may erase a candidates original application record.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**EQUAL EMPLOYMENT OPPORTUNITY:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Christina Tadeo
<b>Department Contact Phone</b>	213-738-2080
<b>Department Contact Email</b>	ctadeo@hr.lacounty.gov
<b>ADA Coordinator Phone</b>	213-738-2037
<b>Teletype Phone</b>	800-899-4099
<b>California Relay Services Phone</b>	800-735-2922
<b>Alternate TTY Phone</b>	800-897-0077
<b>Job Field</b>	Finance and Accounting
<b>Job Type</b>	Technicians

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